

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DDA/PLANNING OFFICER		
2. C/████/OL		
3. D/SECURITY		
4. <i>D/OC</i>		
5. <i>D/OIT</i>		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate <i>XX</i>	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

**EXECUTIVE SECRETARIAT  
ROUTING SLIP**

TO:	ACTION	INFO	DATE	INITIALS
1 DCI		X		
2 DDCI		X		
3 EXDIR		X		
4 D/ICS		X		
5 DDI		X		
6 DDA		X		
7 DDO				
8 DDS&T				
9 Chm/NIC				
10 GC				
11 IG				
12 Compt				
13 D/Pers				
14 D/OLL				
15 D/PAO				
16 SA/IA				
17 AO/DCI				
18 C/IPD/OIS				
19 NIO				
20				
21				
22				

SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

DO NOT use this form as a RECORD of approvals, concurrences, disposals,

Room No.—Bldg.

Phone No.

FORM 41 (Rev. 7-76)

Prescribed by GSA  
FPMR (41 CFR) 101-11.206

26 Mar 85  
Date



# Federal Emergency Management Agency

Washington, D.C. 20472

Executive Registry

MAR 20 1985

85- 1325

DD/A Registry

SS-1086

Honorable Robert C. McFarlane  
Assistant to the President  
for National Security Affairs  
The White House  
Washington, D.C. 20500

Dear Mr. McFarlane:

Please refer to my previous letter to you dated December 7, 1984, concerning the Emergency Mobilization Preparedness Board (EMPB) and the necessity to reduce my resource commitment to the Secretariat.

Since then, as you are aware, all FY 1986 budgets have been cut drastically, and I am faced with the possibility of a reduction in force or employee furlough during FY 1985 in order to stay within my salary and expense allocation. I have had to rethink the solution that was suggested in the referenced letter.

I do have another workable solution which will allow me to accommodate the budget reduction. I will disestablish the Secretariat, a separate administrative entity at the agency, and still fulfill my function as Executive Secretary in accordance with the requirements of the December 17, 1981, Executive Memorandum establishing the Board for the remaining life of the EMPB.

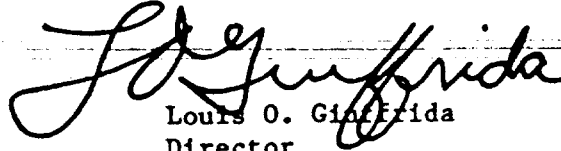
You will recall that in 1981 I briefed the President and the Cabinet on the need to establish the EMPB in order to put the weight of the White House behind governmentwide mobilization activities. In my detailed discussions with Mr. Meese about the need for an EMPB and in my briefing to the President and the Cabinet, the President directed that the EMPB "not become another bureaucracy."

On April 1, 1985, my agency staff will resume its assigned role of coordinating the preparedness activities of the departments and agencies. The functions of the Secretariat will be carried out as follows:

- o The Associate Director for National Preparedness Programs, Bernard J. Maguire, will aid me in providing staff support to you and the Board for its remaining life by maintaining the National Plan of Action and preparing agendas and providing administrative support for Board meetings, if you call one. He will also provide direct liaison with other departments and agencies.
- o The function of coordinating activities of the working groups will be carried out by the appropriate FEMA program offices.

The agency working group coordinators currently detailed to the Secretariat from the departments and agencies will continue to function in support of their agency emergency mobilization preparedness effort and will be identified as liaison officers to the Associate Director for National Preparedness Programs. I am informing those department and agency heads that have individuals detailed to the Secretariat at the present time.

Sincerely,

A handwritten signature in dark ink, appearing to read "Louis O. Giuffrida", written over a horizontal line.

Louis O. Giuffrida  
Director

cc: Edwin Meese III  
Board Members